

Opening a New Adversary Proceeding

- Go to our website, <https://ecf-train.nvb.uscourts.gov>
- Click on the link to the District of Nevada - Document Filing System, and type in your assigned ECF login and password
- Click on **“Adversary”** (a list of adversary events will appear)
- Click on **“Open AP Case”**

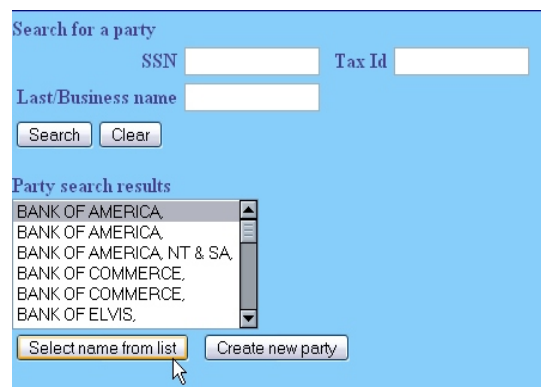
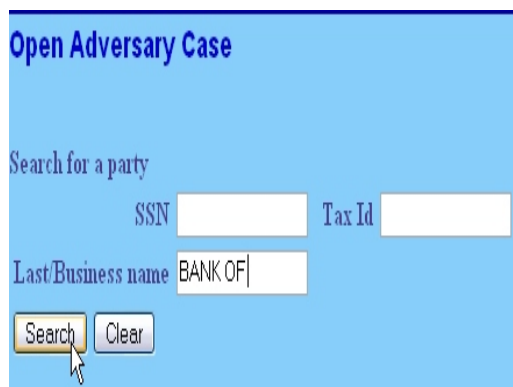
On the first screen click on each box to add appropriate information. Click **“next”**.



You will then enter the lead bankruptcy case number. Click **“next”**. The system will verify the division and case number. Click **“next”**.



- The computer will ask you to search for a party. Enter the last/business name of the plaintiff and click search. If the party is found, choose that party and click **“select name from list”**. If the party is not found, click **“create new party”** and follow the steps for adding a new party from the opening a bankruptcy case section of this guide.



- **Be sure to change the “role” on the party information to say plaintiff.**

Party Information
BANK OF AMERICA SSN:Unknown

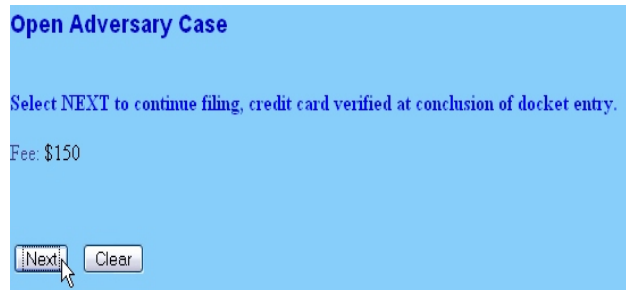
Office 300 SOUTH FOURTH STRE Address 1
Address 2 Address 3
City LAS VEGAS State NV Zip 89101
County Clark Country USA
Phone 702-555-0000 Fax
E-mail
ProSe no Role Plaintiff (pla:pty)
Party text
Attorney... Alias... Review... Add all attorneys and aliases before clicking the Submit button.
Submit Cancel Clear

- Once you have completed the party information, you must add an attorney for the plaintiff. Click **“Attorney”** and choose the attorney from the list or add one if the attorney is not listed. Once you have chosen the attorney, click **“add attorney”**. Once you have added the party and attorney information, click **“submit”**.
- The computer will again ask for a party. At this point, you can either add another plaintiff (if there is more than one) or add the defendant. Follow the same steps for searching for a party as stated above. **Be sure to change the “role” on the party information to say defendant.** In this district, we do not add an attorney for the defendant. Once you are finished, click **“submit”**.
- On the next screen, complete the appropriate information for each box. It is very important that you select the nature of suit, origin, and party code. Remember - the demand, if any, is listed in thousands. The example shows a demand of \$100,000. Click **“next”**.

Open Adversary Case

Party code 3 U.S. not a Party
Nature of suit 424 (Obj/Revocation Discharge 727)
Origin 1 Original Proceeding
Transfer date
Rule 23 (class action) n
Jury demand None
Demand (\$000) 100
Next Clear

- The computer will then ask for a pdf document for your complaint. Attach the appropriate pdf document. Click “**next**”.
- The next screen is for informational purposes only. It simply informs you of the fee due and that preparation should be made to pay at the end of the transaction.



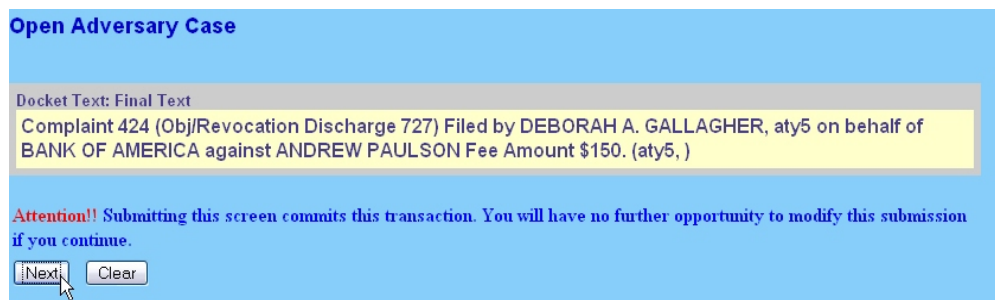
Open Adversary Case

Select NEXT to continue filing, credit card verified at conclusion of docket entry.

Fee: \$150

Next Clear

- The docket text screen will ask you if you want to modify the text. If you need to modify the text in any way, do so, then click “**next**”.
- The next screen is very important! You will see a warning that says: “**Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.**” Read the text completely (this is how it will appear on the docket sheet) and if it is correct, click “**next**”.
- If the text is not correct, use the “back” button on your browser’s tool bar, to scroll thru the previous screens until you find the screen where the error was made. Once the correction is made, proceed thru the screens by clicking on the “next” button until you return to the warning screen. NOTE: Pay attention to each screen as you proceed forward . Each screen should be viewed for its correctness.



Open Adversary Case

Docket Text: Final Text

Complaint 424 (Obj/Revocation Discharge 727) Filed by DEBORAH A. GALLAGHER, aty5 on behalf of BANK OF AMERICA against ANDREW PAULSON Fee Amount \$150. (aty5,)

Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.

Next Clear

- The next screen gives you the “**Notice of Electronic Filing**”, which contains the new adversary case number. You can print this page for your records. You may click on the hyperlinks under the case number and document number to login into PACER to view the document or the docket sheet in that case.

Notice of Electronic Filing

The following transaction was received from aty5, entered on 1/30/2004 at 7:37 AM PST and filed on 1/30/2004

Case Name: BANK OF AMERICA v. PAULSON
Case Number: [04-07075](#)
Document Number: [1](#)

Case Name: ANDREW PAULSON
Case Number: [04-70194](#)
Document Number: [3](#)

Docket Text:
Complaint 424 (Obj/Revocation Discharge 727) Filed by DEBORAH A. GALLAGHER, aty5 on behalf of BANK OF AMERICA against ANDREW PAULSON
Fee Amount \$150. (aty5,)

The following document(s) are associated with this transaction:

Document description: Main Document
Original filename: Tape Order Form.pdf
Electronic document Stamp:
[STAMP bkecfStamp_ID=989277954 [Date=1/30/2004] [FileNumber=55455-0] [3ac8f41b24e27df60f0b7e83651f4550c64ceea85026befc89bb4cb745b87eae899adc8cb99b579c6cea4cf5973d6aa876cb46c081e0d2fec5481fa0c450748b]]

Document description: Main Document
Original filename: Tape Order Form.pdf
Electronic document Stamp:
[STAMP bkecfStamp_ID=989277954 [Date=1/30/2004] [FileNumber=55456-0] [cb213c925d86936b29d00b7ff1b7c168ca2a6b539d0d5743e1bc11c9d3e06c8c5b66de2861e78f05a49911de83511445b688f3f9e11c266d0223fe6a6eb0ce86]]

- Upon receipt of the Notice of Electronic Filing, you will be presented with a popup screen for credit card payment. If you have more electronic filing to do, click on the **Continue Filing** button, if not, click on the **Pay Now** option. You will then be prompted to enter your credit card information.

Electronic Payment - Netscape

Summary of current charges:

Date Incurred	Description	Amount
2004-01-30 07:37:03	Complaint(04-07075) [cmp,cmp] (150.00)	\$ 150.00
Total:		\$ 150.00